

## HAP - Homeless Assistance Program

Iowa Finance Authority

**General Information****IOWA STATEWIDE EMERGENCY SOLUTIONS GRANT (ESG) PROGRAM****CALENDAR YEAR 2014 REQUEST FOR APPLICATIONS**

The Iowa Finance Authority is requesting applications for the Iowa Statewide Emergency Solutions Grant (ESG) program for the 2014 Calendar Year.

**APPLICATION DEADLINE: FRIDAY, JULY 12, 2013, 4:30 PM**

Applications are due Friday, July 12, 2013, at 4:30 p.m. The system will not allow submissions past this time. Applicants are encouraged to submit early. To avoid technical delays, do not wait until the last day to submit an application; the system is often slower when more users are in the system at the same time.

**Purpose of the Program**

The ESG program is a federal program of the U.S. Department of Housing and Urban Development (HUD) designed to assist people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Iowa Statewide ESG program is governed by federal regulations at 24 CFR Part 576 and by State of Iowa Administrative Rules at Chapter 265 Section 42.

Federal ESG Resources and Information from HUD  
State of Iowa ESG Administrative Rules

**Consultation with Stakeholders**

The Iowa Finance Authority released draft application materials for this competition on Thursday, May 23, 2013, for a two-week public comment period. Comments were accepted in written or oral form; an open public meeting was held to gather oral comments on Friday, May 31, 2013. Comments received and responses by the Iowa Finance Authority are available online as a reference for the development of this application. The Iowa Finance Authority considered all comments in the final drafting of application materials.

**Eligible Applicants**

Units of general purpose local government (not to include local public housing authorities) and private nonprofit organizations in the State of Iowa are eligible applicants, provided that applicants propose to serve clients that qualify as homeless or at-risk-of-homelessness under the federal definitions at 24 CFR Parts 91 and 576 (links below).

Note that agencies funded through this Calendar Year 2014 ESG Competition will not be eligible to apply for the subsequent state Shelter Assistance Fund (SAF) competition for the same time period. The SAF competition is scheduled to open following the announcement of ESG funding awards in September 2013.

HUD Homeless Definition at 24 CFR Part 91  
HUD ESG Regulations at 24 CFR Part 576

**Eligible Activities**

This ESG competition may support the following types of assistance:

1. Street Outreach. Funds in this category may be used to provide essential services necessary to reach out to unsheltered homeless persons. Services may include connecting persons with emergency shelter, housing, or critical services. Services may also include providing urgent, nonfacility-based care to unsheltered homeless persons who are

unwilling or unable to access emergency shelter, housing, or an appropriate health facility. Eligible families and individuals must qualify under Category 1 of HUD's definition of homelessness. Eligible costs include engagement, case management, emergency health services, emergency mental health services, transportation, and services for special populations.

For full details of eligible costs, applicants should refer to HUD's ESG regulations at 24 CFR part 576.101.

2. Shelter. Funds in this category may be used for costs of providing essential services to homeless families and individuals in emergency shelters, as well as costs of operating emergency shelters. Eligible families and individuals must qualify under Categories 1, 2, 3, or 4 of HUD's definition of homelessness. Eligible essential services costs include the following, with some restrictions: case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment, transportation, and services for special populations. Eligible operations costs include maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may include a hotel or motel voucher.

The Shelter category may include transitional shelter/housing programs--ONLY if such programs received federal FY 2010 Emergency Shelter Grant funds (in Iowa, these funds were awarded for the July 1, 2010 - December 31, 2010 grant period).

For full details of eligible costs, applicants should refer to HUD's ESG regulations at 24 CFR part 576.102.

3. Homelessness Prevention Assistance. Assistance in this category may be provided to individuals or families that qualify under Categories 2, 3, or 4 of HUD's definition of homelessness, or under HUD's definition of At Risk of Homelessness. Examples of eligible activities include the following: short- or medium-term rental assistance or rental arrears; other financial assistance such as rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs; and services costs such as case management, legal services, and credit repair.

For full details of eligible costs, applicants should refer to HUD's ESG regulations at 24 CFR part 576.103-106.

4. Rapid Rehousing Assistance. Assistance in this category covers similar activities as Homelessness Prevention, but is for individuals or families that qualify under Category 1 of HUD's definition of homelessness. As in the Homelessness Prevention category, examples of eligible activities include the following: short- or medium-term rental assistance or rental arrears; other financial assistance such as rental application fees, security deposits, last month's rent, utility deposits, utility payments, and moving costs; and services costs such as case management, legal services, and credit repair.

For full details of eligible costs, applicants should refer to HUD's ESG regulations at 24 CFR part 576.104-106.

5. Data Collection/Reporting. A subrecipient may use a portion of a grant to pay the costs of contributing data to Iowa's designated Homeless Management Information System (HMIS), ServicePoint. If the subrecipient is a victim services provider or legal services provider, it may use ESG funds to establish and operate a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.

Indirect Costs. In accordance with OMB Circulars A-87 or A-122, as applicable, subgrantees may allocate indirect costs to each eligible activity.

Click on this link for essential Program Requirements, as per the Threshold Assurances that will be uploaded with this application.

### Outcome Measures

This application requires agencies to report on several outcome measures to assess past program performance. These outcome measures include the following:

Program Outcomes: Review of measures such as destination at program exit, changes in client employment/income, and mainstream resource access.

Data Quality: Review of missing/null values in the ServicePoint Homeless Management Information System (HMIS), or comparable database for domestic violence victim service provider agencies.

Data Timeliness: Review of length of time between service delivery and data entry in the ServicePoint Homeless Management Information System (HMIS), or comparable database for domestic violence victim service provider agencies.

### Source of Grant Funding

The U.S. Department of Housing and Urban Development (HUD) makes ESG funds available to states for activities pursuant to Title 24 of the Code of Federal Regulations, Part 576 (24 CFR 576). The Catalog of Federal Domestic Assistance (CFDA) number for ESG is 14.231.

### Award Period

The award period will be January 1, 2014, through December 31, 2014.

**Grant Awards and Amounts**

Approximately \$2,000,000 is available in grant funds for this competition. There will be approximately 20 - 40 awards. Most awards will range from \$50,000 - \$100,000 each. Availability of funds and award amounts are contingent on the availability of funds from HUD. Awards will be made on a competitive basis based on the evaluation criteria. At least 50% of funds will be dedicated to Rapid Rehousing or Homelessness Prevention projects.

The Iowa Finance Authority reserves the right to make changes in the competition at any time, including the right to require additional information from applicants, and to make final award determinations.

**Competition Priorities**

Competition priorities represent opportunities for applicants to earn additional bonus points. Applicants will be asked to describe their qualifications for meeting each of the criteria. Full details are found in the section for Competition Priorities.

Services for families with children - up to 3 points

Services for veterans - up to 3 points

Services for the chronically homeless - up to 3 points

Services for a rural area (outside a Metropolitan Statistical Area) - up to 3 points

Current grant management and continuity of ESG services - up to 3 points

ESG and SAF grant utilization history - up to 5 points

**Evaluation Criteria**

Priority Bonus Points (described above) - 20 additional points possible (above 100)

Project Design - 24 points

Experience and Capacity - 24 points

Community Partnerships - 24 points

Performance Outcome Measurement - 24 points

Budget & Budget Narrative - 4 points

Total: 100 regular points plus 20 bonus points; 120 total points possible

**Application Deficiency Review Period**

An application deficiency review period will take place following the final application deadline. The Iowa Finance Authority will first review all applications for curable technical deficiencies such as missing required documentation. If there are curable deficiencies, IFA will notify agencies using the contact information in the application. Agencies will be allowed one week to correct them.

**Application Training Webinar**

An application training webinar is scheduled for Tuesday, June 18, 2013, at 1:00 p.m., for applicants to become familiar with the online system and the parameters of this competition.

Click [here](#) to access the Iowa Finance Authority ESG web page and link for webinar registration.

**Application Directions**

Most questions are required. If a question does not pertain to your particular program, enter Not Applicable.

Section Navigation: Navigate through the application using the links for sections on the left. Once all REQUIRED questions in a section have been completed, the section icon will turn from a red "x" to a green "check". Note that a green "check" does not verify that questions have been answered fully or correctly, and it does not reflect whether OPTIONAL questions have been completed; applicants are responsible for verifying that all information is complete and correct. Because the Competition Priorities section contains only optional questions for Priority Bonus Points, this section begins with a green "check". Agencies are responsible for answering all optional questions that apply.

Printing and Saving: You may use the icons toward the top of your application screen to "Print," "Save," and "Save and Exit." You may also wish to save your narrative answers first in a Word document, and then copy and paste to the application when ready. This will avoid the possibility of being "timed-out" of the system.

**Linking Additional Users to One Application:** You may link a second user to your application. The second user must first create their own account in the system. Then the first user may log in, click on "View" in the header, select "MyIFA Account", then at the bottom of the screen, click on "Add New Authorized User," then enter the new user's username. Both users should now be able to access and work on the same application.

**Multiple Projects; One Agency:** Only one application will be accepted per agency. If your agency is submitting a request for funding for more than one project, the application responses should include information for each project. Since each question includes only one response field, your response should clearly identify which parts apply to which project.

**Submitting:** Before the system will allow an application to be submitted, every icon must show a green "check" at left. Any missing responses to required questions will result in remaining red "x's". Any required questions that are missing a response may be identified by clicking the link at the bottom left for the "Error Log." Note that the system doesn't validate answers; it only verifies that each question contains a response. Once submitted, the application may be viewed, but no further edits will be allowed.

### Application and Program Questions

For questions on using the online application system, or if you have forgotten your password or been locked out of the system, e-mail [josh.mcroberts@iowa.gov](mailto:josh.mcroberts@iowa.gov). For questions on the content of the application, e-mail [amber.lewis@iowa.gov](mailto:amber.lewis@iowa.gov). Frequently Asked Questions may be posted to the Iowa Finance Authority ESG web page at the link above for the webinar information. To ensure a response before the application deadline, final questions must be submitted at least 72 hours in advance of the application deadline.

Questions on the federal ESG program (not on this particular application) may also be submitted by agencies directly to HUD through the HUD Help Desk at the link below. The length of time to receive an answer varies--sometimes within days, and sometimes not for weeks or months, especially because this is a new program and not all policy positions are decided.

Click here for the HUD Help Desk and FAQs at [www.onecpd.info](http://www.onecpd.info)

### Application Deadline Reminder: Friday, July 12, 2013, 4:30 p.m.!

The application deadline is Friday, July 12, 2013, at 4:30 p.m. The system will not allow submissions past this time. To avoid technical delays, do not wait until the last day to submit your application. Note that the system is often slower on the day or two before the deadline, due to more users in the system at one time.

### Applicant Name and Location

Organization Name:\*

Project Name(s) (Enter more than one if for multiple projects):\*

Organization Address\*

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County:\*

Select a County

Organization Contact Information\*

No Rows Found

Applicant DUNS #: \*

Applicant Tax Identification Number (TIN)/Employer Identification Number (EIN):\*

Phone number for clients to access your services:\*

Please provide a brief summary of the project, including project goals, project fit within your organization, and target population. (200 words or less; information may be shared publicly.)\*

**Threshold Items**

Answers in this section are used to determine general applicant eligibility and eligibility for competition priority bonus points.

**1. Recipient Type\***

Select an Option

2A. Is your agency a Transitional Housing/Shelter provider applying for ESG funds in the Shelter category (either Essential Services or Operations)?\*

☐ Yes

☐ No

2B. If answering yes to the above question, did your agency receive Iowa ESG statewide program funding during the period from July - December 2010? If not, STOP. It is a federal requirement under the ESG Interim Rule that Transitional Housing/Shelters may be eligible for further ESG funding ONLY if they also received funding during Federal Fiscal Year 2010, which in Iowa corresponds to the above dates. If answering no to the above question, answer Not Applicable here.\*

3. Will your agency have either a completed independent financial audit or completed independent reviewed financial statements, performed by a Certified Public Accountant and reflecting financial activity at least through 8/31/2011, to submit with this application? If not, STOP! Completed, current, and independently reviewed financial statements or audit are required for eligibility.\*

☐ Yes

☐ No

4. Which of the following ESG service activities is your agency applying to provide?\*

☐ Street Outreach

☐ Shelter

☐ Homelessness Prevention

☐ Rapid Rehousing

5. Which of HUD's four Homeless Categories does your project intend to serve (select all that apply)?\*

☐ Category 1: Literally Homeless

☐ Category 2: Imminent Risk of Homelessness

☐ Category 3: Homeless Under Other Federal Statutes

☐ Category 4: Fleeing/Attempting to Flee Domestic Violence

☐ At Risk of Homelessness (only for Homelessness Prevention assistance)

Details of HUD's four Homeless Categories can be found at this link.

6. Describe the targeted population your project intends to serve (select all that apply).\*

☐ Men

☐ Women

☐ Adult Couples

☐ Families with Children

☐ Youth (less than 25 years of age)

☐ Persons Fleeing Domestic Violence

☐ Veterans

☐ Persons with Substance Use Disorders

☐ Persons with Severe Mental Illness

☐ Persons with HIV/AIDS

☐ Persons with Disabilities

☐ Persons who are Chronically Homeless

☐ Other

7. Select the counties your project will serve. You may utilize the Control or Shift keys on your keyboard to select multiple counties or groups of counties.\*

No Rows Found

**Competition Priorities**

The questions in this section are optional. They will be scored for possible Priority Bonus Points.

1. Describe the services your program offers to families with children. How does the agency ensure that children are enrolled in school, connected to appropriate services, and aware of their eligibility for McKinney-Vento education services? Note that if providing emergency shelter to families with children under age 18, the age of a child under age 18 must not be used as a basis for denying any family's admission to the shelter. (3 priority bonus points)

2. Describe any special services your program offers to veterans. During the 2012 calendar year, how many veterans were served by your program? How does this compare to the total number of clients served? (3 priority bonus points)

3. Optional for Priority Bonus Points. Describe any special services your program offers to persons who are chronically homeless, according to HUD's March 2013 proposed definition of Chronically Homeless (see the link below for more information). During the 2012 calendar year, how many chronically homeless persons were served by your program? How does this compare to the total number of clients served? (3 priority bonus points)

Information regarding HUD's proposed definition for Chronically Homeless is available through this link (part of the rule for the Rural Housing Stability Program).

4. Is your agency committing to utilize at least half of any grant received to serve a rural area, defined here as outside a Metropolitan Statistical Area (MSA)? If so, describe. Briefly, MSAs in Iowa are Ames, Cedar Rapids, Davenport, Des Moines, West Des Moines, Dubuque, Iowa City, Council Bluffs, Sioux City, and Waterloo-Cedar Falls (some counties are also included; see the link below for more information). (3 priority bonus points)

For more information about MSAs in Iowa, click on this link for the Iowa Data Center.

5A. Is your agency a current recipient of an Iowa Statewide Emergency Solutions Grant to provide services during the 2013 calendar year? (This would be either the Federal Fiscal Year 2011 Phase II ESG or the Federal Fiscal Year 2012 Part 2 ESG grant from the Iowa Finance Authority.)

☐ Yes

☐ No

5B. If yes to the above question, has the agency expended at least 25% of the total grant on eligible expenses, by June 30, 2013? Reimbursement requests demonstrating this must have been received at the Iowa Finance Authority no later than July 10, 2013; to receive points, Iowa Finance Authority records must also demonstrate that the agency has submitted timely and accurate grant documentation, participated in grant conference calls, or other measures of grant management. (3 priority bonus points)

☐ Yes

☐ No

6A. Did your agency receive any of the grants listed below during the previous three program years (check all that apply)?

☐

2012 Iowa Statewide Emergency Solutions Grant (January 1 - December 31, 2012)

☐

2012 Shelter Assistance Fund Grant (January 1 - December 31, 2012)

☐

2011 Homeless Assistance Program Grant (combined ESG & SAF; January - December 2011)

☐

2010 Emergency Shelter Grant (July - December 2010)

☐

None of the above

6B. For each of the grants checked above, list the total amount granted and the total amount approved for reimbursement (list separately). To receive points, Iowa Finance Authority records must also confirm spending of at least 80% of the grant total each year. (5 priority bonus points)

**Project Design**

1A. How many clients does your project propose to serve with the funding requested in this application? Specify through which type of service(s).\*

1B. Describe how this number was determined, including your anticipated cost per client, per type of service(s). (2 points)\*

2. How will your agency meet the requirements for Habitability and Lead-Based Paint Inspections? Note that requirements exist for both Shelters and agencies providing Homelessness Prevention or Rapid Rehousing assistance. (2 points)\*

3. How will your agency ensure that program participants are assisted in obtaining mainstream services and financial assistance for which they may be eligible? Consider housing, social services, employment, adult education, youth programs, etc. (6 points)\*

4. How will your agency determine and prioritize which eligible families and individuals will receive assistance? If your agency uses any kind of standardized assessment tool such as a vulnerability index, acuity scale, or service prioritization decision assistance tool, describe this. Also specify any policies and procedures regarding a wait list, or turning away clients if at capacity. (6 points)\*

5. Answer all of the following that apply to your program. (8 points total)

A. If providing Street Outreach services, how will your program support homeless households in achieving some form of permanent, stable housing?

B. If providing Shelter (including eligible transitional shelter), how will your program help participants to quickly and effectively access some form of permanent, stable housing?

C. If providing Homelessness Prevention or Rapid Rehousing assistance, describe your program policies in the following areas:

C1. How will your agency determine the share of rent and utilities costs that each program participant must pay, if any, while receiving assistance?

C2. How will your agency determine how long a particular program participant will be provided with assistance, and how will the amount of that assistance be adjusted over time?

C3. How will your agency determine the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant?

### Experience and Capacity

1. What is your agency's total budget for the current fiscal year?\*

2. Describe your agency's fundraising for the past three years, including special events, direct mail campaigns, foundation and corporate support, capital campaigns, or other projects. Include projected and actual revenue from each category of fundraising. (3 points)\*

3. List top five major state or federal grants received during the past three years, if any. Include amount and purpose of each. (3 points)\*

4. Describe any litigation involving your agency during the past five years concerning civil rights, equal employment opportunities, or discrimination. Explain how these were resolved, if applicable. (3 points)\*

5. Describe the results of any state or federal program monitoring during the past three years. Were there any concerns or findings? If so, how were these resolved? (3 points)\*

6. What has been the percentage rate of staff turnover at your agency during each of the past three years? Use the following formula: Number of employees who left each year for any reason, DIVIDED BY the average number of employees, MULTIPLIED by 100. Example: If 10 employees left during 2012, and the average number of employees during 2012 was 100, the turnover rate is 10%. Show your calculations. (3 points)\*

7. List key training and staff development activities during the past three years, including dates and topics of major training. (3 points)\*

8. Describe the results of your agency's most recent audit or independent reviewed financial statements. What findings or concerns were identified, if any? Explain whether and how these were resolved. (Audit or financial statements must also be uploaded in the Exhibits section) (3 points)\*

9. Describe the oversight provided by the agency's board of directors. Include a list of members, how often the board meets, average meeting attendance during the past year, and key decisions or activities during the past year (such as strategic planning, major fundraising, etc.). (3 points)\*

### Community Partnerships

1. Describe the geographic boundaries for your community, in terms of local planning, needs assessments, and partnerships regarding homelessness and housing.\*

2. Describe how local homeless service providers communicate and plan together in your community. Who participates and how often does the group meet? How are providers working together to meet community goals, such as reducing the length of time persons spend experiencing homelessness, reducing the re-occurrence of homelessness, reducing the number of persons experiencing homelessness, and increasing jobs and income? (3 points)\*

3. Describe how your agency is participating in the planning body described above. Be as specific as possible, including staff members that attend, current projects, timelines, etc. (3 points)\*

4. Identify the most pressing barriers to stable housing in your community. Provide statistics and specific information as applicable. Specify the source(s) for your information. (3 points)\*

5. Describe your community's strategy to ensure 100% participation in the ServicePoint Homeless Management Information System (HMIS), or comparable database for DV providers, by all providers of homeless services in your community. Describe how your community determines which service agencies are participating in the data system. Also describe your agency's role in this effort. (5 points)\*

6. List and describe the top five community partnerships that impact your clients' success. You may upload MOUs or letters of support in the Exhibits section to support your response; if doing so, be sure to indicate this in your response. (10 points)\*

### Performance Outcome Measurement

If your agency uses the ServicePoint Homeless Management Information System (HMIS) to collect client data, follow the link below for directions to produce the Performance Outcome Report. This report will be uploaded in the separate Exhibits



section of this application. Use this report to answer the following questions, as applicable. For report assistance, contact the Iowa Institute for Community Alliances at (515) 246-6643.

#### ServicePoint Performance Outcome Report Instructions

If your agency is primarily a domestic violence (DV) victim services provider, using a comparable DV database such as ALICE to collect client information, print an APR report for the time period of January 1, through December 31, 2012. This will typically include aggregate information regarding the following: number of persons/households served, physical/mental health conditions at entry and exit, residence prior to entry, veteran status, cash income amount at entry and exit, non-cash benefits at entry and exit, length of participation, and destination at exit. This report will be uploaded in the separate Exhibits section of this application. Use this report to answer some of the following questions.

If your agency does not currently use the ServicePoint HMIS system or comparable database for domestic violence victim services providers, you must answer the following questions fully explaining the parameters of your internal database. In the Exhibits section, upload a report from your system that contains client outcome data for the period January 1, through December 31, 2012.

1. Briefly summarize the results of the reports that are included with your application, such as destination upon program exit, changes in client employment/income, and mainstream resource access. What do these results indicate about your program? If these results don't accurately capture the success of your program, explain why not. (10 points)\*

2. Identify the level of your agency's data completeness/quality into the ServicePoint HMIS system, comparable DV database, or internal database. What steps are being taken to improve data completeness and quality? (3 points)\*

3. Identify the level of your agency's data timeliness in the ServicePoint HMIS system, comparable DV database, or internal database. What steps are being taken to improve data timeliness? (3 points)\*

4. How else have you determined if the assistance provided by your program was effective in meeting clients' needs for housing stability? (4 points)\*

5. Based on your agency's current outcome measures, where do you see the greatest opportunity to make improvements in how services are provided? (4 points)\*

### Budget

In the table that follows, provide a budget detail for the requested funding. List your Expense Categories, then provide a brief description. For example, if you are requesting funding for Shelter - Essential Services, describe the Essential Services you plan to provide. There is no limit on the amount of funds that may be requested; however, most awards will range from \$50,000 - \$100,000, as described in the General Information section of this application.

Action	Activity Type	Description	Amount of Request
			\$0.00

Provide a narrative explanation of your agency's budget request. If your request is less than \$50,000 or greater than \$100,000 (the typical expected amounts described in the General Information section), a thorough explanation is required. (4 points)\*

### Match

Applicants MUST provide at least a one-to-one matching contribution, through either cash or noncash sources. Please provide potential sources and amounts for this matching requirement in the grid below. Indicate whether each source is committed or uncommitted. The total match should be at least as much as the total budget in the Budget section.

Match\*

No Rows Found

Note: HUD provides a brief description of matching requirements in the ESG regulations at 24 CFR part 576.201. Some additional information from HUD FAQs can be found from links on the Iowa Finance Authority's ESG page. A link to this page is provided below.

HUD Help Desk Response on matching requirements

## Exhibits

All exhibits will be uploaded using the function at the bottom of this page. See the list below for documents to include.

### Audit or Reviewed Financial Statements (Required)

Your organization's most recent Independent Audit Report, INCLUDING THE MANAGEMENT LETTER, or Certified Reviewed Financial Statements, completed by an independent Certified Public Accountant. Audits or Certified Financial Statements must be submitted in their entirety, and should reflect all financial activity at least through 8/31/2011 to be considered current. This allows up to ten months after the end of an agency's fiscal year to complete and submit these financial statements.

### Most recently filed IRS Form 990 (Required for Nonprofit Agencies)

Your organization's most recently filed IRS Form 990. Form 990s must be filed no later than 10.5 months past the end of an organization's fiscal year. (If your agency is a unit of general purpose local government, Form 990s do not apply).

### Certificate of Standing (Required for Nonprofit Agencies)

A valid and active Certificate of Standing/Existence for your organization, which can be obtained online for a fee of \$5.00 from the office of the Iowa Secretary of State. A Certificate of Standing/Existence for the State of Iowa will be considered current if it was printed or obtained sometime in the past 12 months. Note that only one application is accepted per agency; each agency applying should generally have its own unique business number from the Secretary of State.

[Click here to obtain Certificate of Standing](#)

### Performance Outcome Reports (Required)

If your agency uses the ServicePoint HMIS system, follow the directions at the link below to print and upload the ServicePoint Performance Outcome Report. If your agency is a domestic violence victim services provider that is exempt from using HMIS, refer to the directions in the Performance Outcome Measurement section to print and upload an APR report from a comparable system. If your agency does not currently use either ServicePoint HMIS or a comparable database for domestic violence victim service providers, upload a report from an internal database following the instructions on the Performance Outcomes Reporting section.

[Instructions for producing ServicePoint Performance Outcome Reports](#)

### Threshold Assurances (Required)

Download Threshold Assurances at the link below, print, read, and have signed by an authorized agency representative. Then upload a signed copy into this section.

[Link to Threshold Assurances](#)

### Memoranda of Understanding/Letters of Support from Partnering Agencies (Optional)

If your agency has formalized partnerships in place to carry out the ESG project described in this application, upload MOUs and/or letters of support at the bottom of the page (not required, but may support your responses in the Partnerships/Collaboration section of the application).

Optional: Explanation for any Missing Exhibits or Discrepancies.

## Upload

Upload your exhibits here\*

No Documents Found

Use the fields below to upload an exhibit.

Document Type:

Select a Document Type

Title:

Document to Upload:

Select

Upload Document